



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, February 17, 2016 at 8 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Dr. Steve Kanakis, Chair; Pat McHugh

Committee Members Present via Phone: None

Committee Members Excused: Gus Guadagnino

Coalition Staff Present: Jim Farrelly, Betsy Kier, Maria Marcoux

Others Present: None

I. Call to Order – Dr. Steve Kanakis, Chair

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 8:08 a.m.

II. Review/Adoption, Draft Minutes from January 20, 2016 Executive Committee Meeting

Dr. Kanakis moved to adopt the minutes from the January 20, 2016 Executive Committee meeting as presented. Mr. McHugh seconded. All were in favor with no abstentions and the motion carried.

III. Review/Approval, Employee Health Insurance Renewal Rates

Mr. Farrelly reviewed the renewal figures for the current United Health Care plan compared to rates with other health care plans. The renewal rates for United Health Care show a 7% decrease for the current enrollment period of April 1, 2016. He informed the Committee the Coalition's budget had prepared for a 15% increase in health care costs.

Dr. Kanakis stated that switching plans could lead to increased deductibles and co-pays as well the possibility of staff having to switch doctors. The United Health Care plan has worked well in the past and staff is satisfied with it. Mr. McHugh moved to approve renewing the employee health insurance plan with United Health Care. Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review/Approval, Insurance Coverage – Mobile Outreach Van Contents

Mr. Farrelly explained Inland Marine, the company insuring the contents of the mobile outreach vans, has a slight increase in premium coverage. He explained this coverage insures only the contents of the vans up to \$5,000 for media content (books, media equipment) and an additional \$5,000 of coverage for extra expenses. Mr. McHugh moved to approve

renewing the insurance coverage through Inland Marine and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried.

V. Disenrollment Policy

Ms. Kier explained this item was not included on the agenda, but is being presented for review. The proposed changes in the Disenrollment Policy are required by OEL as a result of their review of the proposed Coalition Plan. The changes reflect clarification of statutory language, added budget tracking and fund management language, and steps to be taken before disenrollment occurs. A paragraph was also added requesting an increase in funds from OEL if there a deficit in direct services occurs. Other minor changes were noted.

Mr. Farrelly explained the Disenrollment Policy can be reviewed and accepted now or at the next meeting. Mr. McHugh inquired if approval of transfer of funds remains with the Board. Mr. Farrelly explained that the Board does not need OEL permission to transfer funds. Ms. Kier further explained that approval is only required to dis-enroll children as the Coalition must notify OEL if it is discussing disenrollment. Dr. Kanakis suggested that this policy be reviewed by the Committee and considered for approval at the next meeting. The Committee accepted the proposal as a first reading.

VI. Interim Report of Results, FY 2016 State Financial Audit

Mr. Farrelly explained that the findings of the 2016 Financial Audit were minimal and included five (5) minor items.

In Ms. Hardy's absence and lack of a written report regarding the 2016 Financial Audit, Mr. Farrelly suggested a more thorough review of the same occur when the written report is presented.

Mr. Farrelly also informed the Committee that he was compelled to make a written complaint citing six (6) concerns to OEL regarding the conduct of the Audit team during the 2016 Audit at Coalition headquarters.

VII. School Readiness Waitlist / End of Year Spending Projections

Mr. Farrelly explained that as of last Thursday there were 760 children on the waitlist for School Readiness. Of those, 453 are between 0 - 5 years, 307 are older than 5 years, and there were 44 mandated placements. Since the year's start, the Coalition has had over 1,000 mandatory placements.

Mr. Farrelly explained that two (2) methods are being used to ensure the attrition rates remain at 4%. The first is to strictly implement the six (6) month redetermination policy and to strictly monitor income eligibility policies. This resulted in 107 terminations last week.

Mr. McHugh clarified the value in dollars by explaining the 44 mandatory placements are equal to \$57,000 projected for the year. The 107 terminations from last week saved \$38,000. This should not be confused with real savings as it is truly “cost avoidance.”

Mr. Farrelly informed the Committee that the previously reported projected deficit of approximately \$17,000 was incorrect due to an accounting error. The correct projected deficit is \$323,000. Safety measures have been put into place to avoid such an error in the future, including utilizing the staff accountant to review the financials, a more thorough inspection of the financials by the Executive Director and Assistant Executive Director as well as a more thorough review by the Finance/Audit Committee members.

The updated, corrected projected deficit as of January 31, 2016 is now \$377,000. Mr. Farrelly provided the Committee with a handout (attached) indicating the steps that will be taken to reduce the projected deficit by June 30, 2016. Mr. Farrelly highlighted the main points of this plan.

A brief discussion followed on the deficit and School Readiness programs.

VIII. Updates

Mr. Farrelly reminded the Committee of the upcoming Storybook Forest event on March 5, 2016. Dr. Kanakis will cut the ribbon at 10:00 a.m. to open this event.

Also, the 9th Annual Early Learning Conference is scheduled for October 15, 2016 and will be an international conference consisting of shared keynote speakers from three (3) organizations in Northern Ireland.

Two Additional Items Presented by Mr. Farrelly:

Two (2) additional items were presented by Mr. Farrelly to the Committee. First, changes to the Grievance Policy (attached) were distributed for review.

Ms. Kier explained that the changes relate to language compliance with OEL and, in particular, updating the process and procedures for complaints against providers. Language was also added to reflect that the Assistant Executive Director will maintain copies of any complaint/grievance records. This procedure is already in place, but not previously written into the policy. Dr. Kanakis inquired as to who would create the Ad Hoc Committee referred to in the Grievance Policy. It was agreed the Board Chair should make that decision and this change will be noted and included in the policy.

The Committee agreed to accept the newly noted revisions to the Grievance Policy and Procedures at first reading.

Mr. Farrelly explained the second item concerns staffing at the Dade City field office. With the recent resignation of the Eligibility Supervisor at the Dade City office, this position is

now vacant. Mr. Farrelly proposes that rather than filling the position with another Eligibility Supervisor, the Coalition should only hire a new Eligibility Specialist. This would maintain the same number of employees at the office, but eliminate a supervisory position.

Currently, the supervision of the Dade City office is being handled by the Brooksville Eligibility Supervisor with oversight by the Assistant Executive Director. The Brooksville Supervisor spends an average of two (2) days a week at the Dade City office and supervises remotely, as needed. With the State's upcoming anticipated change from 6-month redeterminations to 1-year redeterminations, Mr. Farrelly believes this change is feasible.

The Committee agreed that if this current arrangement is working than the vacant position should be filled by an Eligibility Specialist.

IX. Public Input

None.

X. Adjournment

Dr. Kanakis adjourned this meeting of the Executive Committee at 9:12 a.m. without further discussion.

Respectfully submitted by,

Maria Marcoux,
Administrative Assistant